



Senior Planner

ROLE OVERVIEW

Performs professional urban planning work and explains planning and zoning regulations and City standards for development projects and technical issues. Serves as lead Planner in the review and evaluation of development proposals, designs, applications, planning and zoning changes, SmartCode applications, variance requests, technical documents and special permits for compliance with City standards and regulatory requirements.

ORGANIZATIONAL IMPACT

Responds/Takes actions that have a **significant impact** on a **specific business function** or organizational entity and/or provides analysis and recommendations for or as a part of a larger organizational group. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as public response, field investigations, testing operations, or research conclusions; or the social, physical and economic well-being of people. Provides detailed research and analysis regarding zoning and development proposals and growth and development trends including transportation elements to developers, the City Manager, Department Directors and the general public.

Customer Service

Position requires the ability to **explain and/or instruct** customers regarding policies, practices, and procedures, and work in progress, to resolve more **complex problems**. Coordinates and deploys resources to ensure an adequate level of service. The personal contacts are with employees in the **same organization but outside the immediate work unit**. People contacted generally are engaged in different functions missions and kinds of work, e.g., representatives from various levels within the organization; and/or the contacts are with members of the general public, as individuals or groups, in a moderately structured setting. For example, the contacts generally are established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants. The purpose is to plan, coordinate or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. Responsible for resolving outstanding issues with the development community relative to submittals.

Creativity and Continuous Process Improvement

Position **routinely** requires creativity to **solve new problems or offer suggestions** for improvements in this position. The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. Responsible for resolving outstanding issues with the development community relative to submittals.

Senior Planner

PRINCIPLE OUTCOMES

1. Maintains knowledge of current best land use practices as they fit in the context of the Hutto's vision.
2. Educates the public on the benefits of sound land use planning practices as they relate to the existing built environment and adopted plans, codes and processes.
3. Provides ethical stewardship and technical help about land use and planning issues to residents, city staff and city officials.

RESPONSIBILITY for RESULTS

Performs duties that require the incumbent to **coordinate efforts** with the workflow of other units. Duties involve setting priorities, analyzing information, and compiling results. **Achieves results** that depend in part on others in the department. Responsibilities include serving as a technical resource or providing training or guidance to others and reviewing the work they produce. Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use **judgment in locating and selecting the most appropriate guidelines**, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also **determine which of several established alternatives to use**. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments. Provides detailed research and analysis regarding zoning and development proposals and growth and development trends including transportation elements to developers, the City Manager, Department Directors and the general public.

Capital and/or Fiscal Responsibility

[Content Here]

ESSENTIAL DUTIES

1. Conducts and case manages subdivision, zoning, [SmartCode](#), variances and site plan reviews.
2. Leads and performs various long-range comprehensive planning efforts including Transportation Mobility Planning and amendments to the Comprehensive Plan and Future Land Use Map (FLUM).
3. Provides staff support to other city departments and boards and commissions. Acts as staff liaison for the Historical Preservation Commission (HPC).
4. Resolves outstanding issues with the development community relative to submittals.
6. Partners with the Downtown and Tourism Manager in the development of downtown planning initiatives.
7. Interprets and provides information on zoning, subdivision and other development codes to citizens, developers, engineers, city officials and city staff.
8. Utilizes MyPermitNow or similar plan review and inspection portal.
9. Perform other duties as assigned.

Senior Planner

LEADERSHIP

Next Level Supervisor: City Manager

Immediate Supervisor: Director of Development Services

This Position: Senior Planner

Direct Reports: None

Supervision Received: Works under the general guidance and direction of the Director of Development Services.

Supervision Exercised: Position has **no responsibilities** or authority for direction of others.

CREDENTIALS

Knowledge / Skills / Ability

Broader skills are required in an **area of specialization** directly related to the work performed. Skills are typically acquired through a formal four-year college program or equivalent specialized professional training. Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as manipulating and/or adopting software to perform complex technical functions or adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources. Local government organizational structure and functioning: Codes, policies, regulations and procedures. Proficiency of Geographic Information Systems.

Formal Education / Certification / Licenses (minimum preferred)

Bachelor's degree, four years of college, specialized professional training, or equivalent experience with major course work in city planning, engineering, urban geography or other related field. Knowledge of the principles, concepts and methodology of a professional or administrative occupation that has been either (a) supplemented by skill gained through job experience to permit independent performance of recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, that has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex.

Prior Experience

More than 3 years and up to 5 years of professional planning experience in land use, community or transportation planning; economic development; historic preservation and/or urban design or equivalent knowledge and skills for this position.

WORK CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is **sedentary**. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books or small parts; or driving an automobile. No special physical demands are required to perform the work.

The employee must occasionally lift, carry and/or move up to 60 pounds.

Senior Planner

WORK CONDITIONS

Work Environment

The work environment characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment involves **everyday risks and discomforts** that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated/cooled and ventilated.

Tools and Equipment Used

Computer; Calculator; Telephone; Fax, Copier, Printer and Scanner machines. Also Audio/Video equipment such as projector, DVD Player, etc.

Department: Development Services
Revised: February 2015

FLSA Status: Exempt
Pay Group: 23

Acknowledgement

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described or have requested/arranged reasonable accommodations to do so pursuant with the Americans Disability Act (ADA).

Employee: _____
(Print Name)

Signature: _____

Date: _____